

DUTY STATEMENT

SNC112 (07/2020)



POSITION INFORMATION		
CLASSIFICATION TITLE Conservancy Project Development Analyst II	POSITION NUMBER	CB IDENTIFIER
WORKING TITLE Project and Grants Coordinator	DIVISION / UNIT Field Operations & Grants / Field Operations	
INCUMBENT NAME	WORKING LOCATION TBD	
SUPERVISOR / MANAGER Luke Hunt, Field Operations Manager	TENURE <input checked="" type="checkbox"/> PERMANENT FULL-TIME <input type="checkbox"/> PERMANENT INTERMITTENT <input type="checkbox"/> RETIRED ANNUITANT <input type="checkbox"/> OTHER:	
EFFECTIVE DATE	Conflict of Interest Filing (Form 700) required for this position. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
All SNC employees are expected to work cooperatively with others; maintain regular, consistent, and predictable attendance; and possess integrity, initiative, dependability, and good judgement.		

GENERAL DESCRIPTION

Working under general direction, the Project and Grants Coordinator independently performs a variety of complex analytical, coordination, and development activities necessary to administer natural resource conservation project funding agreements. The incumbent works closely with external partners and members of the Field Operations and Grants and Reimbursements teams at the Sierra Nevada Conservancy (SNC or Department) to apply guidelines, policies, and processes to administer and distribute funding associated with the Department's grant programs. The reporting location for the position will be within the Sierra Nevada Conservancy Region, or a neighboring county; this will be determined based upon the location of the candidate hired. The position will require occasional travel throughout the SNC region.

JOB FUNCTIONS

(E=Essential / M=Marginal Functions)

45% (E) – Coordination of SNC Grants and Agreements

Assists SNC staff and partners with project development as related to the grant programs. Develops, evaluates, and modifies project proposals and plans submitted by local, state, federal, tribal, and nonprofit organizations in the areas of forest management, watershed health, community sustainability, land conservation and working landscapes, tourism, and recreation.

- Independently prepares and oversees implementation of grant and other agreements with grant recipients and other stakeholders, developing special terms and conditions, as required.
- Interprets funding, project, and program development standards and guidelines.
- As required, ensures grantee has the appropriate California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documentation and provides recommendations for project approval.

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- Works with grant recipients and stakeholders throughout the duration of the project to meet deliverables identified in the agreement.
- Works with Department Communications staff to highlight substantial milestones.
- Participates in close-out inspections of projects to determine if they were completed in compliance with the agreement.

45% (E) – Administration of SNC Grants and Agreements

Works independently and with Department staff to ensure program criteria and agreement conditions are met. Tracks project and grant progress. Reviews and completes invoices, amendments and close-out documentation.

- Ensures all program criteria necessary to receive payments have been completed prior to authorizing reimbursements for payments.
- Recommends payments for projects after evaluating billing support documentation.
- Evaluates amendment requests and makes recommendations for project amendments.
- Creates and updates project status in SNC's grants database.

10% (M) – Miscellaneous Activities

Responds to general calls and emails, Represents SNC at meetings with stakeholders and partners, attends Department meetings, presents at weekly staff and quarterly Governing Board Meetings, complies with administrative reporting requirements (e.g., completion of timesheets, travel expense claims, training requests, individual development plans), participates in required trainings.

SUPERVISION RECEIVED

The Project and Grants Coordinator is supervised by the Field Operations Manager (SSM I), but may receive assignments from other members of the Management team.

SUPERVISION EXERCISED

None.

ATTENDANCE

Must maintain regular and acceptable attendance at such level as is determined at SNC's sole discretion. Must be regularly available and willing to work the hours SNC determines are necessary or desirable to meet its business needs. Must travel to SNC field offices, grant sites, Sacramento, and other sites as required.

REQUIRED ABILITIES (from Class Specifications)

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide

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variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and represent Conservancy interests before other governmental entities, elected officials, and private organizations

OTHER INFORMATION

Incumbent must possess good communication skills; use good judgment in decision-making; exercise creativity and flexibility in problem identification and resolution; manage time and resources effectively; have the ability to act independently; be open-minded, flexible, tactful; and be responsive to SNC management needs. A valid California Driver License is required for this position and must be maintained for the course of employment.

WORK ENVIRONMENT

The duties of this position are performed primarily indoors. The incumbent's workstation is equipped with standard or ergonomic office equipment, as appropriate. Prolonged sitting, use of telephone, personal computer, and copier are required. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. Occasional travel is required (including driving or riding in a vehicle) and may require incumbent to be outdoors, occasionally walking on uneven terrain and working in inclement weather when required to attend site visits. Occasional lifting, carrying, and/or moving up to 25 pounds may be required.

TELEWORK ELIGIBILITY AND EXPECTATIONS

This position is eligible for telework, unless otherwise noted by duty. Any approved alternate work location and specific working schedule must be documented on the SNC Telework Agreement (STD 200). All telework agreements are developed under and subject to the conditions and criteria established in the SNC Telework Program Policy (HR-02).

All SNC positions may be subject to 100 percent teleworking if ordered under emergency circumstances, which may be issued or rescinded without notice.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT

All SNC employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. Additionally, all SNC employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, and retaliation.

Duties of this position are subject to change and may be revised as needed or required.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodations are necessary, discuss your concerns with the hiring supervisor/manager. If unsure of a

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need for a reasonable accommodation, inform the hiring supervisor/manager, who will discuss your concerns with Human Resources.)

EMPLOYEE PRINTED NAME	EMPLOYEE SIGNATURE	DATE
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SUPERVISOR/MANAGER ACKNOWLEDGEMENT

I have discussed the duties of this position with, and have provided a copy of this duty statement to, the employee named above.

SUPERVISOR/MANAGER PRINTED NAME	SUPERVISOR/MANAGER SIGNATURE	DATE
Field Operations Manager		